



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 1730.2C
B 053
6 Jan 05

MARINE CORPS BASE ORDER 1730.2C

From: Commander
To: Distribution List

Subj: USE OF MARINE MEMORIAL CHAPEL FOR WEDDINGS

Ref: (a) SECNAVINST 1730.7B
(b) OPNAVINST 1730.1D
(c) MCBO 1730.1B

Encl: (1) MCB Form 1730/2 (12/04) (EF), Chapel Use Application

1. Purpose. To establish policy and regulations governing the Marine Memorial Chapel.

2. Cancellation. MCBO 1730.2B.

3. Summary of Revision. This revision contains significant changes and should be reviewed in its entirety.

4. Background. The references establish Navy, Marine Corps, and Marine Corps Base policy for the provision of the free exercise of religion for all. Members of Marine Corps Base, Quantico their eligible family members and other authorized personnel are encouraged and invited to participate fully in the Base Religious Program.

5. Policy. All persons who have been authorized access to the base may visit the chapel, attend regularly scheduled services, or enter for private meditation.

a. Eligibility for Weddings. Eligible persons, as used herein, refers to the person who holds an Armed Forces of the United States Identification Card for active duty/retired/ reserve personnel, and DD Form 1173, Uniformed Services Identification and Privilege Card for family members. Any active duty or retired military person, whose immediate family member has by reason of age, lost their identification card, can be authorized use of the chapel on behalf of the family member. The requestor must submit a photocopy of their identification card (front and back) with the enclosure.

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b. Personnel Outside Marine Memorial Chapel Community. All active duty personnel from outside commands, all reservists not attached to Marine Corps Base, Quantico, and all retirees who are not members of the chapel community may use the chapel but are expected to provide their own clergy member or officiate authorized by the Commonwealth of Virginia.

c. Scheduling

(1) Requestors requiring use of the chapel for weddings will complete the enclosure and submit it to the Command Chaplain.

(2) All requests for use of the chapel will be considered on a first-come first-served basis. Regularly scheduled religious services, major faith group observances, and Base Religious Program sponsored events will be given priority over other events.

(3) The enclosure must be completely filled out with signatures of the requestor and officiating chaplain or clergy. The chapel will be considered reserved only when a letter of approval has been returned to the applicant confirming date and time of the wedding.

(4) The chapel cannot be reserved more than 1 year in advance of the proposed wedding date.

(5) Times for weddings will be on Saturdays at 1000, 1300, and 1600. The chapel is available for use by the wedding party 1 hour before the wedding and until 1 hour after the appointed time. Rehearsals and weddings must begin and end on time. Rehearsals and weddings not beginning on time will not be entitled to extra time. Punctuality is critical since multiple events are scheduled each week.

(6) Times for wedding rehearsals will be on Fridays at 1630, 1730, and 1830. The chapel is available for rehearsals for 1 hour beginning at the reserved time. It is imperative that the chapel be cleared promptly at the appointed time because of multiple-event scheduling.

(7) There will be no weddings/rehearsals on Memorial Day weekend, Labor Day weekend, Thanksgiving weekend, and the weekend before Christmas through the weekend after New Years. Sundays are not normally available for weddings.

d. Chaplain or Civilian Clergy Support

(1) In all cases, individual chaplains and clergy will determine their own degree of participation before the application is submitted.

(2) Military regulations require chaplains to uphold and honor the traditions and practices of their endorsing faith groups, including requirements regarding premarital counseling, interfaith marriages, and marriages in which the bride/groom had a previous marriage terminated by divorce. Chaplains are not permitted to make exceptions to the requirements of their respective faith groups and for this reason may be unable to officiate at certain weddings.

(3) Chaplains, clergy members, or other officials who consent to perform a marriage at this base, must complete the applicable section of the enclosure before it is submitted by the requestor. Roman Catholic clergy shall contact the base Roman Catholic Priest before officiating at a wedding.

6. Other Regulations

a. No physical changes to the basic setup in the chapel are permitted without first obtaining approval from the Command Chaplain.

b. No fees are charged for using the chapel or for the services of the chaplain or enlisted personnel assigned. Contributions to the Religious Offering Fund are permitted.

c. Only authorized chapel organists may use the chapel organ for weddings. Their names and telephone numbers will be provided to the applicant at the time of application approval. Arrangements for and payment of musicians is the responsibility of the requesting party.

d. The throwing of rice, birdseed, confetti, flower petals, or other material in or around the chapel is strictly prohibited. The authorized user will leave the chapel neat and clean.

e. Restrooms and office spaces cannot be used as changing rooms.

f. No alcoholic beverages are allowed on the premises.

g. Flowers and/or arrangements placed on the high altar are provided for weekend worship services. They cannot be removed or altered in anyway.

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h. Photographs may be taken at the discretion of the officiating clergy. All photographers will confer with the official prior to the wedding.

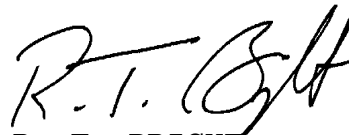
i. Visitors are required to observe all base rules and regulations.

j. Weapons such as swords and firearms are not permitted in the chapel during any religious ceremony. A sword arch following a wedding ceremony will be permitted outside in front of the chapel. Exceptions to this policy must be approved by the Command Chaplain.

7. Action

a. The Command Chaplain will ensure chapel use per this order and will send timely written confirmation regarding such request for use of the chapel.

b. All persons requesting use of the chapel will adhere to the contents of this order and will, by their signature, certify that they understand and agree to the policies stated herein.


R. T. BRIGHT
Chief of Staff

DISTRIBUTION: A

CHAPEL USE APPLICATION

This form is to be completed by the bride, groom, and officiant and returned to: Commander (B 053), Marine Corps Base, 3250 Catlin Avenue, Suite 112, Quantico, VA 22134-5001.

Note: An incomplete application will delay response.

APPLICANT'S INFORMATION

1. NAME: (Attach a copy (front and back) of the Uniformed Services Identification Card.)

2. TELEPHONE NUMBER:

3. ELIGIBILITY STATUS:

☐ ACTIVE DUTY

☐ RESERVE

☐ RETIRED

☐ FAMILY MEMBER

OFFICIANT'S INFORMATION

4. NAME:

5. TELEPHONE NUMBER:

6. NAME OF CHURCH:

7. ADDRESS: (City, State & Zip Code)

For Weddings Please Note: 1. Clergy/Officiant must be authorized by the State of Virginia.
2. Roman Catholic Clergy must receive delegation from the MCB Roman Catholic Pastor before officiating at a wedding here.

8. SIGNATURE:

9. DATE:

MUSICAL SUPPORT

10. CHAPEL ORGANIST: (We desire the chapel organist to play and understand it is our responsibility to contact him/her to make the necessary arrangements and payment.)

☐ YES

☐ NO

11. PIANO: (We understand it is our responsibility to make arrangements for and payment to a pianist.)

☐ YES

☐ NO

REHEARSAL AND WEDDING CEREMONY INFORMATION

12. REHEARSAL DATE REQUESTED: (Fridays only)

13. REHEARSAL TIME REQUESTED: (1630, 1730, and 1830)

14. CEREMONY DATE REQUESTED: (Saturdays only)

15. CEREMONY TIME REQUESTED: (1000, 1300, and 1600)

CIVIL VOWS

16. CONVALIDATION/BLESSING OF CIVIL VOWS:

☐ YES

☐ NO

USER AGREEMENT

I certify that I am eligible and I understand the requirements of MCBO 1730.2C and will comply with the stated stipulations.

Signature

PLEASE COMPLETE REVERSE SIDE

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PERSONAL DATA

GROOM		BRIDE	
NAME: (Last, First, and Middle)		NAME: (Last, First, and Middle)	
ELIGIBILITY STATUS: <input type="checkbox"/> ACTIVE DUTY <input type="checkbox"/> RESERVE <input type="checkbox"/> RETIRED <input type="checkbox"/> FAMILY MEMBER		ELIGIBILITY STATUS: <input type="checkbox"/> ACTIVE DUTY <input type="checkbox"/> RESERVE <input type="checkbox"/> RETIRED <input type="checkbox"/> FAMILY MEMBER	
BRANCH OF SERVICE: <input type="checkbox"/> USMC <input type="checkbox"/> USN <input type="checkbox"/> USA <input type="checkbox"/> USAF <input type="checkbox"/> USCG		BRANCH OF SERVICE: <input type="checkbox"/> USMC <input type="checkbox"/> USN <input type="checkbox"/> USA <input type="checkbox"/> USAF <input type="checkbox"/> USCG	
RANK/GRADE: (Attach a copy (front and back) of the Uniformed Services Identification Card.)		RANK/GRADE: (Attach a copy (front and back) of the Uniformed Services Identification Card.)	
MILITARY ADDRESS: (If applicable)		MILITARY ADDRESS: (If applicable)	
HOME ADDRESS:		HOME ADDRESS:	
WORK TELEPHONE NUMBER:	HOME TELEPHONE NUMBER:	WORK TELEPHONE NUMBER:	HOME TELEPHONE NUMBER:
MARITAL STATUS: <input type="checkbox"/> SINGLE, NEVER MARRIED <input type="checkbox"/> DIVORCED, MARRIED <input type="checkbox"/> WIDOWED		MARITAL STATUS: <input type="checkbox"/> SINGLE, NEVER MARRIED <input type="checkbox"/> DIVORCED, MARRIED <input type="checkbox"/> WIDOWED	
DATE OF FINAL DIVORCE DECREE:	HOW LONG WIDOWED:	DATE OF FINAL DIVORCE DECREE:	HOW LONG WIDOWED:
RELIGIOUS AFFILIATION/PREFERENCE: (Please be specific)		RELIGIOUS AFFILIATION/PREFERENCE: (Please be specific)	
NAME AND ADDRESS OF HOME PARISH OR CONGREGATION:		NAME AND ADDRESS OF HOME PARISH OR CONGREGATION:	

MCB Form 1730/2 (12/04) (EF) (BACK)

ENCLOSURE (1)